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South Pacific Division 22nd Annual Planning Conference

Your Career
The Interview

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Your Career
“The Interview”

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Taking Charge of Your Career

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I Don’t Have a Career

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Everyone has a Career

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If so, Who's In Charge of My Career

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My Supervisor?

Human Resource Office?

The Training Officer?

No One?

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You

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You

You

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You

You

You

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_ resentation OVERVIEW

- The Interview
  - What are Supervisors Looking for
  - Resume
  - The Interview
- Taking Charge of your Career
  - Early/Middle Career Strategy

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What Are Supervisors Looking For?

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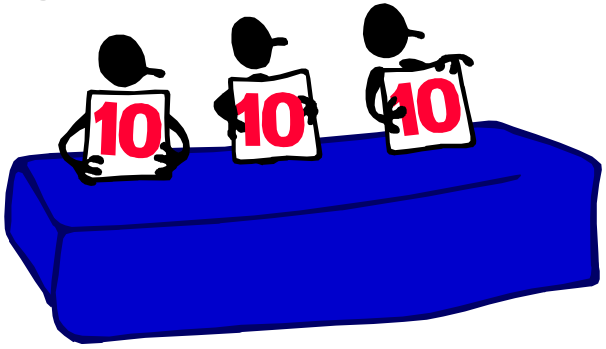
Supervisors Are Looking For Those Who Are

- Self Starters
- Technically Competent
- Energetic
- Flexible & Adaptable
- Gets Things Done



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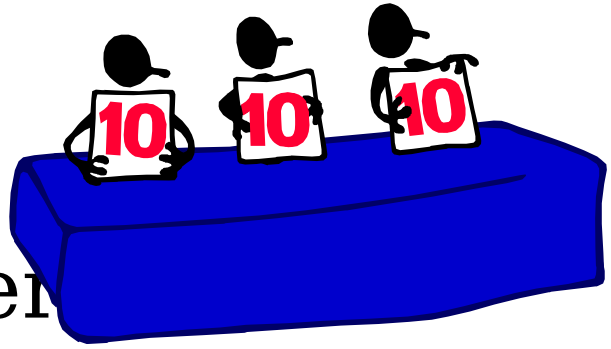
Supervisors Are Looking For Those Who

- Go the extra mile - ‘above & beyond’ type qualities
- Sense of urgency, commitment & dedication
- Facilitator… successful team worker…support organization… change agent
- Innovator
- Continual learner



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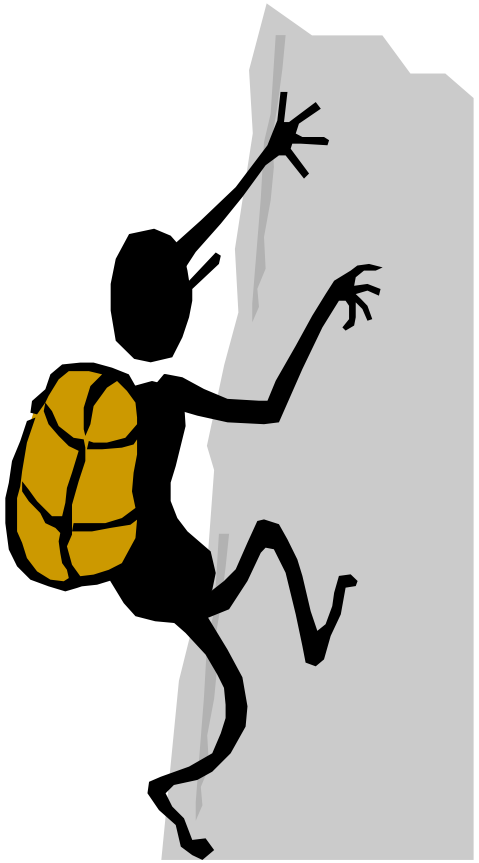
GETTING

THAT NEXT

JOB



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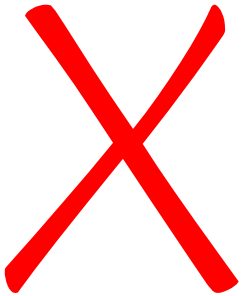
RESUME PREPARATION

Do's

- Focus on results - use specific examples - Action Oriented
- Write up separate sheet addressing Knowledge, Skill, and Ability (KSA)
- Include your specific involvement in projects
- Make package easy to read for panel of managers

Don'ts



- Attach every certificate you've ever gotten
- List every training class you've ever taken
- Use your job description in your resume
- Use "textbook theory" on leadership

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The Interview

First and foremost, its not just an interview, its a battle that requires planning, training and execution.

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Planning for the Interview

If the interview is at your location, you should realize that the daily image you project, speaks volumes about you. It is

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Planning for the Interview

1. Research the job

(organization size, program size, pressing organization issues/projects)

(Make Written Notes)

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Planning for the Interview

1. Research the job
2. Analyze what the job requires

(Make Written Notes)

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Planning for the Interview

1. Research the job
2. Analyze what the job requires
3. Evaluate your skills and experiences against the job requirements

(Make Written Notes)

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Planning for the Interview

1. Research the job
2. Analyze what the job requires
3. Evaluate your skills / experiences against the job requirements
4. **Develop a plan for the interview (identify three main points you want to be sure to emphasize throughout the**

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Planning for the Interview

The Panel
Do you know the panel members?
How many panel members
Where will the interview be held

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Training for the Interview

Write down questions you think you will be asked.

(Write down your answers)

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Training for the Interview

Expect Questions relating to:

1. Your Experience
2. Why you should be selected
3. What are your strengths and weaknesses
4. What does PMBP mean to you

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Training for the Interview

1. Practice mock interviews
2. Tape/review your mock interviews
3. Get a friend or spouse to help

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Executing the Interview

INTERVIEW TIPS

- Be on time and professionally dressed
- Greet each panel member (shake hands –optional)
- Must have eye contact
- Try not to be nervous…it shows!
- Show a positive attitude
- Display energy; enthusiasm; confidence - but not too extreme

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Executing the Interview INTERVIEW TIPS (cont'd)

- Answer the questions - use examples - speak to what you do, obstacles encountered, & the results of your actions
- Don't assume the panel members know what you can do, answer the questions as though no one knows you
- Talk about initiative, team player, going above and beyond, doing whatever it takes, continual learning
- Remember the interview is two way communication.

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Executing the Interview INTERVIEW TIPS (cont'd)

- Don't ask more than two questions at the end of the interview if you feel the need to ask questions.
- Don't ask questions about the job that you should have already researched prior to the interview.
- Do ask questions that once you hear the answer it allows you to say more about your skills, qualities.
- Make sure that you body languag conveys a positive attitude

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Executing the Interview INTERVIEW TIPS (cont'd)

- Listen to the entire question before you respond.
- Its ok to make a few notes of key words in the question so you don't forget to address the entire question.
- Don't spend all your time setting the stage for your answer. Focus on what you did, your role, how you made a difference, and your contribution. Tie your answer to the question.
- No jokes – even if the panel members know you.

  A small amount of humor is OK.

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Summary

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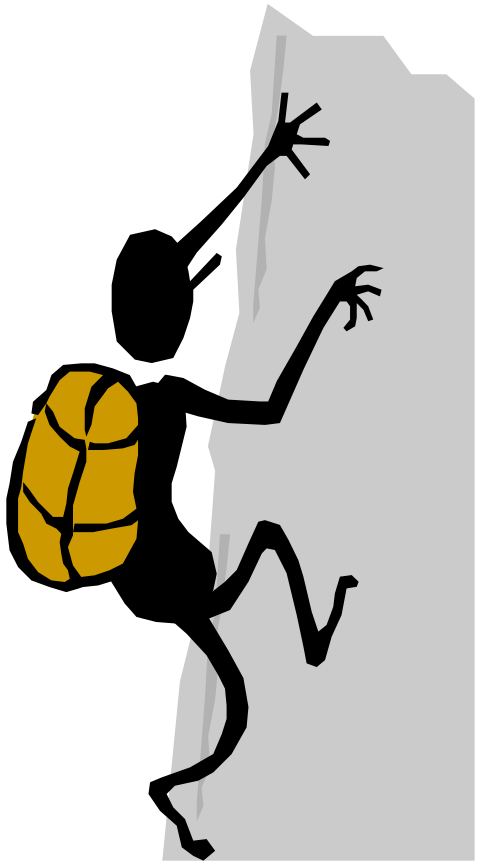
SET YOURSELF

UP FOR

SUCCESS



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Early/Middle Career Strategies

- Become an Expert in something

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Early/Middle Career Strategies

- Become an Expert in something
- Understand the Corporate Culture

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Early/Middle Career Strategies

- Become an expert in something
- Understand Corporate Culture
- Develop Communication Skills

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Early/Middle Career Strategies

- Become an expert in something
- Understand Corporate Culture
- Develop Communication Skills
- Do Self Assessment Often

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Take Charge of Your Career

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Questions